

Minutes of the
Dodge County Highway Committee Meeting
April 11, 2019

CALL TO ORDER: The meeting of the Dodge County Highway Committee was called to order by the Chairman at 8:30 a.m. on April 11, 2019 in the Dodge County Highway building.

ROLL CALL AND NON-COMMITTEE MEMBER COUNTY BOARD SUPERVISOR

ATTENDANCE: The following members were present – Jeffrey Caine, Richard Fink, David Frohling, and William Muche. Jeff Berres was absent. The following non-Committee County Board Supervisor was in attendance for part of the meeting: Kira Sheahan-Malloy. Commissioner Brian Field, Assistant Commissioner Peter Thompson, and County Board Chairman Russell Kottke were also present. County Administrator Jim Mielke, Stuart Boerst of McMahon Associates, Inc., Town of Hustisford Chairman David Margelofsky, Patrol Superintendents Nate Minnig and Joe Lechner, and Al Eggelseer were present for part of the meeting.

PUBLIC COMMENT: There were no public comments.

APPROVAL OF THE MINUTES OF THE MARCH 21, 2019 MEETING: Motion by Fink and seconded by Frohling to approve the minutes of March 21, 2019. Motion carried.

PATROL SUPERINTENDENT PROJECT SCHEDULES: Minnig and Lechner presented their seasonal county and state highway maintenance schedules and project lists. They shared crew sizes and the benefits of a four 10-hour day work week and the efficiencies of this schedule. It was the consensus of the Highway Committee members present that the Highway Department is not over staffed and the four 10-hour day work week is beneficial and efficient as proposed.

COMMITTEE REPORTS:

- Highway Condition/Safety Concerns – Safety concerns at CTH TW and CTH AY were discussed. This intersection will be reviewed by staff members.

APPROVE PER DIEMS AND EXPENSES: Motion by Frohling and seconded by Fink to approve the following per diems and expenses: Caine, Fink, and Muche for attending the March 22 Mark Born Listening Sessions; Caine, Fink, Frohling, and Muche for attending the March 28 Watertown Agri-Business Dinner; Frohling for attending the April 3 and 4 TDA Fly-In; and Caine for attending an April 10 Highway Administration Planning meeting. Motion carried.

DISCUSS ATTENDANCE AT WCHA SUMMER CONFERENCE ON JUNE 3-5: Muche, Caine, Fink, and Frohling will attend the conference.

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COMMISSIONER'S REPORTS:

- Employment retainage and recruitment update – Field explained staff concerns with the two vacancies in the accounting staff roster and the anticipated errors and omissions in payroll, accounts payables, accounts receivables, and WiDOT reporting. There is also an ongoing concern regarding the shortage of qualified applicants for the vacant shop foreman and mechanic positions.
- Damage Report on Truck 56, Truck 61, Truck 18, and Paver 364 – Field reported that Paver 364 is repaired and functional and Trucks 56 and 61 are scheduled for repairs in May and June. The building damage from Truck 18 is being repaired at this time.
- Tyler ERP (Enterprise Resource Planning) Update – The ERP Steering Committee is planning to “go live” with Tyler Munis financial modules July 1, 2019 and Tyler EAM (work orders) for Highway on January 1, 2020. The Kronos import and export functions are still incomplete. Field expressed concerns about current office staffing vacancies and training required for new hires.

PROJECT UPDATES:

- CTH M (CTH E – CTH JM) – Thompson reported this section of CTH M is scheduled for reconstruction in 2020. The right-of-way plat is complete, and the appraisals for right-of-way acquisition is commencing. Soil borings will be done soon.
- CTH S Leipsig and Graper Bridges – These bridges are scheduled for replacement in 2020. There is a public information meeting scheduled for 6:00 p.m. on April 17th at the Beaver Dam Town Hall.

REVIEW, CONSIDER, AND POSSIBLY TAKE ACTION ON THE FOLLOWING:

- ATV-UTV route applications – Action was taken on ATV-UTV route applications as follows:

CTH W from Fitzgerald Road – Juneau City Limits

Motion by Fink and seconded by Frohling to approve this application. Motion carried.

CTH DJ from Club Grounds Road – Juneau City Limits

Motion by Muche and seconded by Frohling to deny this application. Motion carried.

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CTH S from St. Helena Road – N. Cedar Road

Motion by Muche and seconded by Fink to deny this application. Motion carried.

CTH O from STH 67 – CTH P

Motion by Muche and seconded by Fink to amend and approve CTH O from STH 67 – Hoover Road. Motion carried.

CTH O from Roosevelt Road – Ann Street

Motion by Fink and seconded by Caine to approve this application. Motion carried.

CTH EE from CTH MM – STH 67

Motion by Fink and seconded by Frohling to deny this application. Motion carried.

CTH O from CTH P – Roosevelt Road

Motion by Muche and seconded by Fink to deny this application. Motion carried.

- Possible sale of excess right-of-way on CTH E in the Town of Hustisford – Town of Hustisford Chairman Dave Margelofsky and Al Eggelseer presented a request to purchase excess right-of-way adjacent to CTH E (STH 60 – Hustisford). Thompson explained the policy for this process. Motion by Frohling and seconded by Fink to approve this request. Motion carried.
- Bituminous materials bids – The following bids were received for bituminous materials to be used for the 2019 sealcoat program:

<u>Vendor</u>	Type Emulsion	Furnished Price/Gallon	Application Fee	Total Cost/Gallon
Henry G. Meigs	HFRS-2	\$1.81	\$0.20	\$2.01
	HFRS-2P	\$1.97	\$0.20	\$2.17
Fahrner Asphalt Sealers, LLC	HFRS-2	No Bid	\$0.345	\$2.072
	HFRS-2P	No Bid	\$0.345	\$2.275
Flint Hills Resources	HFRS-2	\$1.727	No Bid	
	HFRS-2P	\$1.9443	No Bid	

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- Resolution to eliminate an Equipment Operator position and create a Building Maintenance Technician position – Motion by Frohling and seconded by Fink to present a resolution to the County Board for eliminating an equipment operator position and creating a building maintenance technician position. Motion carried.
- Surplus equipment disposal options – Motion by Fink and seconded by Muche to approve the sale of the following pieces of surplus equipment by online auction:

<u>Equip #</u>	<u>Make & Model</u>	<u>Year</u>	<u>Condition</u>	<u>Miles/Hours</u>
53	IH 2554	1997	Engine Bad	235,000
653	Gledhill Plow			
653W	Gledhill Wing			
853	Air Flo Sander			
296	John Deere 6330	2009	Good	4335 hrs.
396	Tiger Flail Mower		Good	
496	Tiger Flail Mower		Good	

Motion carried.

- Driveway Appeal on CTH I – Field presented a highway access appeal to install a private entrance on CTH I 3,240' north of STH 33. The proposed location does not meet spacing requirements. Motion by Frohling and seconded by Fink to approve this appeal. Motion carried.

WETLAND MITIGATION BANK DEVELOPMENT PRESENTATION: Stuart Boerst of McMahon Associates, Inc. presented a report proposing an opportunity to develop a wetland mitigation bank on county-owned property. No action was taken.

REVIEW VOUCHER PAYMENTS: Voucher payments were reviewed.

DETERMINE NEXT MEETING DATE AND TIME: The next meeting will be at 8:30 a.m. on May 2, 2019, in Juneau.

FUTURE AGENDA ITEMS: CTH M right-of-way acquisition offer approvals and five-year capital improvement program review.

FIELD REVIEW: There was no field review.

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ADJOURN: The meeting adjourned at 11:56 a.m.

Jeffrey Caine – Chairman

Richard Fink – Secretary

Disclaimer: The above minutes may be approved, amended, or corrected at the next Committee meeting.